

BACKGROUND

MCH allows changes to previously approved Program Budget Documents to update and accurately reflect actual expenditures for activities performed.

Prior to approval of a Program Budget Revision, the MCH Branch may request some or all of the following documents:

- Cover letter which includes a detailed description of the proposed changes
- Revised Program Budget Summary Page
- Revised Personnel, Operating Expenses and Other Costs Worksheets
- Revised Program Budget Justifications (J-Pers, J-Oper, J-Capl, J-Other)
- Revised or additional duty statements
- Revised or additional job specifications
- Revised agency Organizational Chart

1.1 Policy:

- 1.1.1 All Program Budget Revisions require MCH Branch written approval.
- 1.1.2 Program Budgets should be revised no more than twice a year.
- 1.1.3 Salary savings is not an allowable cost that can be moved to cover other expenses.

1.2 Requirements:

- 1.2.1 An original signed and dated hard copy of the Program Budget Summary page is required before an approval letter is mailed to the agency.
- 1.2.2 Any invoice affected by the pending Program Budget revision must not be submitted to MCH until approval of the revision is provided to the Agency.
- 1.2.3 All Program Budget revisions requiring an amendment to a Grant agreement must be postmarked no later than May 15 of the current fiscal year.
- 1.2.4 Program Budget Revision requests must be postmarked no later than September 30 of the following fiscal year.

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1.3 Procedure:

- 1.3.1 Program Budget Revision requests must be made in writing. Requests by email are acceptable.
- 1.3.2 Budget Revision Number should be updated to reflect the current revision.
- 1.3.3 A Revised Program Budget Summary Page, applicable Worksheets, and Program Budget Justifications are required to be submitted electronically.
- 1.3.4 Submit an original and three copies of the Program Budget Revision requests to the following address:

**Department of Health Services
Maternal and Child Health Branch
Operations Section
Attn: Contract Manager
1615 Capitol Avenue, MS 8305
PO Box 997420
Sacramento, CA 95899-7420**